

Policy Regarding Alcohol at Events for Undergraduate Students

*Approved by the Division of Student Affairs, Office of General Counsel, and Risk Management
Effective September 2016*

Community Alcohol Coalition's Philosophy Statement: A caring, safe, and well-informed community fosters an environment in which we can all live and learn. To that end, the Northwestern community shares responsibility for promoting healthy behavior. In supporting each individual's health and wellbeing, we assist students, staff, and faculty in understanding the risks associated with consuming alcohol while seeking to minimize the harm to self and others caused by the misuse and abuse of alcohol.

This policy reflects one aspect of broader coverage of issues related to alcohol that can be found in the Student Handbook. The University takes a harm reduction approach and supports strategies to mitigate the negative consequences of alcohol for students, Northwestern, and in the community, and implores students to consider the impacts of their actions in the same way.

The following provisions shall govern on-campus or off-campus undergraduate events where alcohol is present:

1. The possession, use and/or consumption of alcoholic beverages by undergraduate students must at all times be in compliance with all applicable local ordinances and laws of the State of Illinois and policies of Northwestern University, including the Student Code of Conduct and the prohibited use or possession of alcohol by individuals under the age of 21. Violation of this policy is ground for discipline under Northwestern's disciplinary policies.
2. Alcohol may not be purchased using University funds (including student group funds held by SOFO, the Student Organization Finance Office) for undergraduate student events. In no case shall University funds be used for the purchase of alcohol with any intent to be served to those under the age of 21.
3. All undergraduate student events where alcohol will be available for purchase by attendees who are over 21 years of age (e.g., an event hosted at a restaurant) must be approved by the Vice President of Student Affairs. Failure to secure such approval will result in a denial of *all* payment and contractual requests submitted for any such event and may result in the denial of future event requests by such student organization or organizers.
4. Exceptions to this policy may be granted for religious observance in accordance with Illinois state law. Event planners must submit the documented need for an exception, write a harm-reduction and risk management plan, be in compliance with this policy statement, and seek approval by the Assistant Vice President for Student Engagement.
5. The decision of whether to approve an undergraduate event where alcohol is available for purchase by attendees who are over 21 years of age will be based on the following factors outlined in a Risk Management plan, with harm reduction and health, safety and wellness as the guiding principles:

- a. **Size:** What is the expected attendance at the event? What is the expected number of attendees who are over 21 years of age? What is the capacity of the venue?
 - b. **Staffing:** Will University or venue staff be overseeing the event? How many sober student monitors will be responsible for event oversight? These individuals may not consume alcohol prior to or during the event.
 - c. **Duration:** How long is the event? What is the beginning and ending time of the event? What are the alcohol service times within the event hours?
 - d. **Food/water:** What food, water and/or non-alcoholic beverages will be available for the event (snack machines are not acceptable)?
 - e. **Focus:** What is the focus of the event? Events and publicity must be centered on food and/or activities and be related to the University's mission.
 - f. **Audience:** Who is the intended audience for the event? Are attendees required to be 21 years of age or older? If not, what specific measures will be taken to ensure alcohol is only available to those of legal drinking age (wrist bands, separate area for over 21, etc.)? What percentage or number of attendees are expected to be under 21?
 - g. **Location/travel:** Where is the event taking place? What is the expected transportation used to and from the event? What is the plan in case of emergency?
 - h. **Venue:** How will the venue enforce the minimum drinking age and monitor consumption? How will the venue meet Northwestern's insurance and indemnification requirements? How will the venue contractually assume all responsibility for the purchase, sale, and distribution of alcohol? If the event is on campus, alcohol service must be contracted to a Northwestern-approved caterer or vendor or compliant with bring-your-own-beverage (BYOB) check-in and distribution procedures.
 - i. **Event type:** Is this a guest-restricted, ticketed, private, or open event? Is the event occupying an entire venue, or a portion of a venue? Does the event include any activities whereby alcohol increases the risk of injury to students?
 - j. **Timing and Calendaring:** When does the event take place? Does the event conflict with other University events?
 - k. **Partnerships:** Has the event occurred before or is there a pre-existing relationship with the venue? Have the organizers worked with appropriate University offices (e.g., NUPD, HPAW, Risk Management, Campus Life) to ensure the guiding principles of health, safety, and wellness are achieved?
 - l. **Notification:** Who will be contacted in the case of an emergency at the event?
6. All approved undergraduate events with alcohol must comply with the following requirements, in addition to all applicable University policies set forth in the Student Handbook:
- a. Alcohol may only be consumed by students who are 21 or older;

- b. A screening process shall be in place either by the venue and/or organizers to identify and turn away any students arriving at the event who are already intoxicated;
- c. In the case of full-venue rental, no hard liquor may be served to attendees at the event;
- d. Alcohol must be sold on a per drink basis at no less than the published price open to all establishment patrons (i.e., no open bars; no free drink tickets; no pitchers or common containers; no drink specials may be part of the event);
- e. Water must be available free of charge for the duration of the event;
- f. Food must be available throughout the duration of the event. Snack machines are not acceptable;
- g. Alcohol must be purchased and served by a licensed and insured pourer who has signed the Northwestern University Undergraduate Events With Alcohol Rider;
- h. Alcohol that gets purchased and is unopened must be returned to the licensed and insured pourer, or returned to the place of purchase. It cannot be given away, even to those over 21 years of age. If opened, the contents must be disposed of on site.
- i. The venue and event organizer must ensure controls are in place to prevent the 'passing' of alcoholic drinks to underage attendees;
- j. Generally, alcohol can be served for no longer than 5 hours at events, and alcohol service should conclude at least 1 hour before the end of the event;
- k. "Drinking games" are prohibited;
- l. Advertising of events must emphasize the purpose and scope of the event and not be related to alcohol;
- m. Events occurring off-campus and outside of Evanston shall have contracted transportation for all attendees to and from the event;
- n. Organizers and organizations are prohibited from receiving payment for alcohol; all alcohol will be sold by third party vendors;

An individual, group, or organization may be held responsible as representatives of the University for the actions and behaviors of its members and guests.

- o. The number of people in the event at any given time cannot exceed the fire capacity for the venue;
- p. Individuals responsible for overseeing an event, at a 1:25 ratio of sober monitors to participants, are prohibited from consuming alcoholic beverages prior to or during the event.

- q. Any emergencies shall be immediately reported to 911 first and second to the Dean on Call, and non-emergency incidents involving student safety or misconduct shall be reported to the Dean on Call.